

## **CSIR- Indian Institute of Integrative Medicine, Jammu**

A-27017/12023-Gen

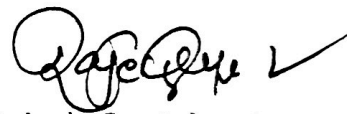
Date: 25.04.2025

### **Office Memorandum**

**Subject:** Regarding official tours.

It has come to the notice that some Supervisor/PIs send the Project Staff/Scholars to outstation Project/Research activities without proper tours approval which is against the official norms. All the concerned to ensure to get the prior tour approval from the Competent Authority well in time. Any defiance to this OM would be viewed seriously.

This issues with approval of the Competent Authority.



(Rajesh Gupta)

Administrative Officer

#### **Copy to:-**

1. All the HoDs
2. All Project Incharge
3. Notice Board
4. Incharge Website with the request to upload this OM on the Institute's Website.